



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ELEMENT
ALLIED FORCES SOUTHERN EUROPE
FPO AE 09620

ACAS-BC

29 December 2006

MEMORANDUM FOR All US Army Personnel, Allied Forces Southern Europe

SUBJECT: Policy Memorandum # 11 – Standard Safety Briefing/Discussion Requirements

1. Commanders will ensure safety briefings/discussions are standard practice for all assigned personnel before releasing personnel for a holiday or weekend. In our dispersed footprint close coordination between the Senior Army Representatives and our National Support Element (NSE) personnel is required. **The intent is to set our Soldiers and civilians up for continued safe practices while off duty.** Safety is a learned behavior and it must be reinforced continually.
2. **First line leaders** must take responsibility for their Soldiers and engage them directly. Your actions, executed with genuine interest and energy, set the stage for risk mitigation -- conversely, your failure to engage Soldiers places them that much closer to "harm's way." Take charge and don't let that happen.
3. The following list contains suggested areas to highlight but it is not all inclusive. Briefings/discussions should cover, as appropriate, the following areas:
 - a. Composite Risk Management and its application to off duty activities
 - b. Drinking and driving; general use and abuse of alcohol
 - c. Illegal drug use
 - d. POV safety, vehicle inspections, and use of seatbelts
 - e. Travel preparation and local weather advisements
 - f. Water safety; seasonal safety topics as appropriate
 - g. Hot/cold weather injury prevention
 - h. Fire prevention and safety; quarters inspection requirements
 - i. Sexually transmitted disease prevention
 - j. Personal conduct to include billets conduct and safety
 - k. Domestic violence
 - l. The buddy system
 - m. Antiterrorism and Force Protection
 - n. Local National relations
4. For extended weekends that are three days or longer, units will conduct random checks of privately owned vehicles (POVs), driver's licenses, and insurance policies on a minimum of 25% of the unit. 100% checks will occur prior to any block leave period. First line leaders will use the

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attached POV inspection checklist when conducting these checks. First line leaders will fill out these checklists and they will be kept on file in the NSE and company orderly rooms. POV inspections should be executed early enough to allow Soldiers time to make corrections/repairs for any item identified in the fail column, but not in excess of two weeks prior to the extended weekend or block leave period.

5. **Unit First Sergeants** are responsible for communicating with the key NCO leaders in their footprint, especially with their outlying areas, and knowing how subordinate leaders are executing these requirements. They are also responsible for the proper execution, maintenance, and filing of the POV checklists.

6. This policy memorandum will be posted on the permanent section of all unit bulletin boards and supersedes all previous safety policies.

A handwritten signature in black ink, appearing to read 'D. Dawson', is written over the printed name.

DENNIS D. DAWSON
LTC, AG
Commanding

ENCL

Distribution:

1 each Company, w/copy furnished to each National Support Element